



Short North Arts District Gallery Hop Street Performer & Vendor Program

About Gallery Hop

Gallery Hop is a 30-year tradition in Columbus' Short North Arts District! Every first Saturday of each month, thousands of visitors converge on the strip to see new art exhibits and add to their growing art collections. With dozens of galleries and non-traditional exhibit spaces, it's Columbus' favorite night of the month to celebrate art and community. Though many shops are open earlier, the Gallery Hop officially starts at 4:00pm and runs to 10:00pm, with restaurants and bars staying open considerably later.

About the Street Performer and Vendor Program

To add to the vibrancy found in each of our stores and galleries, we invite street performers and vendors to showcase their artistic and creative talents on High Street during Gallery Hop Saturdays.

The Short North Alliance holds a Community Market License (No. 2013014800), issued by the City of Columbus Department of Public Safety. The Community Market License allows the Short North Alliance to have authority over the public right-of-way on High Street from Goodale to 5th Avenue on Gallery Hop Saturdays to ensure public safety during Gallery Hop nights.

Below are the guidelines for the event in compliance with the City of Columbus rules and regulations. In order to participate during Gallery Hop, you must complete a monthly application and obtain a permit. Applications are DUE between the 1st and the 15th of the MONTH PRIOR to the date of Gallery Hop.

Performers and vendors are selected on a monthly basis at the discretion of the Short North Alliance based on the availability of space, overall mix of applicants, and in consideration of other activities that may be happening in the district on a given night. If performers and vendors meet the guidelines and space allows, the Short North Alliance will issue a permit to performers and vendors selected no later than the Monday BEFORE Gallery Hop.

Guidelines

What We Allow

- Entertainers and performers of all kinds
- Non-profit or cause-related information distribution
- Visual arts or other artisan handcraft vendors*

** Anything being sold must be handcrafted. The spirit of Gallery Hop is to promote art within the Short North Arts District community. Handcrafted as defined within the parameters of this event means the final product sold must be hand-created by the vendor. Therefore, elements of the piece may be manufactured but the final piece must be the creation of the vendor. For example, a vendor selling paintings: the canvas and the paint are manufactured but the final product is the creation of the vendor. The Short North Alliance reserves the right to determine what acceptable handcrafted items are for purposes of Gallery Hop.*

What We Do Not Allow

- Food or beverage sales
- For-profit cause-related information distribution

- Advertising
 - Pre-manufactured item sales*
 - Aggressive leafleting
 - Aggressive panhandling
 - Activities and items that are not artistic in nature that do not contribute to the creative vibrancy of the event
- *Items being sold cannot be manufactured (i.e. manufactured posters, T-shirts, books, etc).*

Display and Setup Requirements

- Vendors and performers must only set up in their assigned space as indicated on their monthly Gallery Hop Permit.
- Tents or canopies are not permitted.
- All vendors and performers must leave at least 5ft feet of walking space on the public right-of-way sidewalk in front of your setup for pedestrian walkways (according to Ord. 1174-85/Code 523.15).
- All set-ups, no matter the category, cannot be larger than 4 people. No exceptions.
- All set-ups, no matter the category, receive an 8ft x 3ft space.
- All displays must be free standing (no taping or attaching displays to buildings, poles, windows, etc.).
- No stickers of any kind are permitted to be sold or given away. No display items can be above 4 feet unless pre-authorized by the Short North Alliance (SNA).
- Displays and performers cannot block access to buildings, sidewalk ramps, or block view of directional and safety signs.
- Low items that could trip the public are not allowed. Extension cords are prohibited.
- Vendors and performers must leave their space free of trash at the end of the Gallery Hop.
- No food, beverages, drugs, knives, guns, etc. can be sold or displayed.
- Vendors and performers are prohibited from hanging items on doors or walls.

Sound Requirements

- Acoustic music and performances work best for Gallery Hop.
- In order to perform at Gallery Hop, the Short North Alliance might request that you modify your application to include acoustic instead of amplified performance.
- Anyone using an amplifier for music must abide by the noise ordinance (Section 2329.11) and finish at 10:00pm sharp. The city sound ordinance requires that your noise does not exceed 65 dBA for the one-hour average.
- Only ONE speaker/amplifier is permitted to be set-up per event.
- Your sound should NOT be heard across the street, or more than 2-3 doors down from where you are set up. You are expected to do a soundcheck at setup to test your sound level.
- Electric service is not guaranteed in all locations and will be subject to availability. Amplified music must be pre-authorized by the SNA.
- If at any point your amplified music is too loud, the SNA can ask that you turn down your music or forfeit your Gallery Hop permit.
- Full drum kits or amplification of percussion instruments is not permitted.

Safety Requirements

- No open flames are permitted.
- All fabric coverings, including table covers and backdrops, must be flame retardant. You may be required to produce proof for fire officials. You must not block fire equipment, including fire extinguishers and pedestrian doors.
- Dangerously hot exhibit lighting (such as halogen), heaters, combustible or explosive materials (such as propane), items stacked high that could fall, items displayed low that could cause tripping, extremely sharp items, or anything that poses a danger to the public are not allowed.
- No loose wires are permitted and loose wires must be secured.
- The Short North Alliance places all performers and vendors on High Street

in with the goal of protecting public safety. Performers and vendors can only perform or vend in the space indicated on their permit and are not guaranteed any individual space on any individual month.

Business Conduct

- Vendor agrees to truthfully represent their merchandise to the buyers and conduct business with the highest of ethical standards.
- Vendor agrees to be courteous in their representation of the Short North Arts District.
- Swearing, vulgarity, and crass behavior is not tolerated. You may be asked to leave by the SNA. There will be no alcohol or illegal drugs permitted on the grounds at any time.
- Set up is at 4:00pm. Tear down for everyone is by 10:00pm sharp.
- Vendor will display valid vendor's license and SNA Gallery Hop certificate. Vendor agrees to collect and process all applicable sales taxes.
- Musicians must have a vendor's license and pay for a Gallery Hop Vendor Permit if selling CDs.
- Cause related non-profit vendors are permitted to accept charitable donations at Gallery Hop but may not sell any materials that are not 100% contributing to a charitable cause (such as tickets).

Miscellaneous

- You must have your original Gallery Hop Permit before setting up in your assigned space.
- Your Gallery Hop Permit must be displayed throughout the entirety of the night.
- Reselling (subletting) your assigned space is not permitted.
- In the event of double bookings or any booking problems, the Vendors agree to follow the resolution devised by the SNA.
- Vendors are responsible for loss and/or liabilities of their merchandise. Vendors will indemnify the Short North Alliance against loss or damages of persons or properties.
- The SNA reserves the right to photograph any persons or property for any reasons whatsoever deemed necessary.
- This event is by invitation. Vendor agrees to leave and not return upon request of the SNA.
- Artists/Vendors under 18 years of age must have the signature of a parent or legal guardian to exhibit merchandise.
- No refunds will be given once permit is issued rain or shine. Vendor will only be charged if application is approved and certificate is issued.



Short North Arts District Gallery Hop Street Performer & Vendor Application

Guideline Agreement

 I have read the Short North Arts District Gallery Hop Street Vendor Guidelines and agree to comply. I understand that submission of this application does not guarantee me a space at the Short North Arts District Gallery Hop. I understand that the Short North Alliance has final approval of all vendor permits, and that permits can be revoked at any time. I understand that if any portion of this application is left blank or not completed, that my application may be void.

Please Initial here
Print Name: _____

Signature: _____

Date: _____

Vendor Information

Vendor Type	Fee (if applicable)	Total \$	Date Requested
Sales of any kind	\$25		
Cause-Related Information Distribution	\$25		
Political Campaign	\$50		
Entertainment/Performers	\$0		
Short North Business Booth*	\$0		

**A patio or fenced-in space of a business does not require a permit*

Company/Organization/Individual Name: _____

Primary Contact Phone #: _____

Address: _____

City: _____ State: _____ ZIP: _____

Cell Phone: _____

Email: _____

Not-for-profit Federal Identification # (if applicable): _____

Ohio Vendor's License #: _____



Describe setup in detail 8' x 3' space (exact # of people, equipment, everything that will be on the sidewalk, etc.):

Describe what you plan to do at Gallery Hop. If performing, please include links or electronic audio or visual files of your work. If distributing information If selling merchandise please attach photos of merchandise to be sold along with a description outlining how it is handmade and the process by which it was made. Information distribution must be cause-related, religious or political. If distributing information attach copy of all information being distributed for approval.

List any special needs or requests (such as desired location, electrical needs, and physical needs). The Short North Alliance cannot guarantee to accommodate any special needs or requests but will make every best effort to do so, space permitting.

If applicable, list your Short North Business Sponsor. Short North Business sponsorship means the business owner would like your performance or vendors table to be set up on the sidewalk in front of their establishment. This is not a monetary sponsorship. This is not a requirement, but can aid in our placement of you during Gallery Hop.

Business Name & Address: _____

Contact Name & Phone: _____

Payment

Payments can be made via check or credit card. Applications with payment must be received by the SNA on or before the 15th of the month prior to Gallery Hop.

Please check one: Check (made out to the Short North Alliance): _____ Credit Card: _____

MasterCard, VISA, or American Express Card #: _____

Name as it appears on card: _____

Expiration Date: _____ CVV: _____

Billing Address: _____

City: _____ State: _____ ZIP: _____

Signature: _____ Date: _____

**Gallery Hop Permit Application and payment can be sent via mail, fax, or email to
the Short North Alliance office:**

21 E 5th Ave, Suite 103 Columbus, Ohio 43201 | Email: info@shortnorth.org | Fax: 614.448.4342

